Fall 2017 Computer Training Schedule
Microsoft Office Suite 2016

In an effort to provide Montgomery County Government's employees with quality learning opportunities the Office of Human Resources (OHR) has partnered with Montgomery College to offer hands-on, instructor-led, training on Microsoft Office 2016 for both new and experienced users.

Montgomery College's Workforce Development and Continuing Education program has an outstanding reputation for high-quality computer software training and offers half-day and full-day computer training courses at their facility and onsite at various locations within Montgomery County Government.

Upcoming Office 365 Suite Training

Fall 2017 Computer Training Schedule		
Class Title	**Date**	**Time**
Office 365 Overview Session		
Office 365 Overview	10/16/2017	9 a.m. – Noon
Office 365 Overview	10/16/2017	1 p.m. – 4 p.m.
Office 365 Overview	11/22/2017	9 a.m. – Noon
Office 365 Overview	11/22/2017	1 p.m. – 4 p.m.
Office 2016 Overview with Tips and Tricks		
Office 2016 Overview with Tips and Tricks	10/05/2017	9 a.m. – Noon
Office 2016 Overview with Tips and Tricks	10/05/2017	1 p.m. – 4 p.m.
Office 2016 Overview with Tips and Tricks	11/02/2017	9 a.m. – Noon
Office 2016 Overview with Tips and Tricks	11/02/2017	1 p.m. – 4 p.m.
Excel 2016		
Excel 2016 Introduction	09/28/2017	9 a.m. – 4 p.m.
Excel 2016 Introduction	10/04/2017	9 a.m. – 4 p.m.
Excel 2016 Introduction	11/01/2017	9 a.m. – 4 p.m.
Excel 2016 Introduction	12/05/2017	9 a.m. – 4 p.m.
Excel 2016 Intermediate	10/19/2017	9 a.m. – 4 p.m.
Excel 2016 Intermediate	11/15/2017	9 a.m. – 4 p.m.
Excel 2016 Advanced	10/31/2017	9 a.m. – 4 p.m.
Excel 2016 Advanced	12/07/2017	9 a.m. – 4 p.m.
Outlook 2016		
Outlook 2016 Introduction	10/10/2017	9 a.m. – 4 p.m.

Outlook 2016 Introduction	11/07/2017	9 a.m. – 4 p.m.
Outlook 2016 Intermediate	10/30/2017	9 a.m. – 4 p.m.
Outlook 2016 Intermediate	11/16/2017	9 a.m. – 4 p.m.
PowerPoint 2016		
PowerPoint 2016 Introduction	10/18/2017	9 a.m. – 4 p.m.
PowerPoint 2016 Introduction	11/14/2017	9 a.m. – 4 p.m.
PowerPoint 2016 Intermediate	11/21/2017	9 a.m. – 4 p.m.
PowerPoint 2016 Intermediate	12/12/2017	9 a.m. – 4 p.m.
Word 2016		
Word 2016 Introduction	10/12/2017	9 a.m. – 4 p.m.
Word 2016 Introduction	11/09/2017	9 a.m. – 4 p.m.
Word 2016 Intermediate	10/17/2017	9 a.m. – 4 p.m.
Word 2016 Intermediate	11/30/2017	9 a.m. – 4 p.m.
Word 2016 Advanced	12/06/2017	9 a.m. – 4 p.m.

Department-sponsored Computer Training

The OHR Training and Organizational Development staff can also assist departments with:
- Coordinating and setting up any of the above computer training classes for individual departments (funded by the department).
- Developing customized technology training not listed above for employees from individual departments (funded by the department).
- Matching multiple departments with similar technology needs for jointly funded training.

Enrollment Instructions

Eligibility: All Montgomery County Government employees with a computer network login. Access will be provided to the ePortal within 1 week of your start date.

- Log in: **AccessMCG ePortal**

- Click: 1) Employee Self-Service; 2) the blue Employee Self-Service button; 3) MCG HR Employee Self Service; 4) Learner Home

- On your Learner Home: 1) locate the Search window on the top; 2) type a keyword (only one word from the class title); 3) click Go; 4) Find the class you want to attend; 5) click Enroll (located on the far right); 6) review your selection; and 7) click Submit. You should now see the class listed under "Enrollments" on your Learner Home page.

Questions or Additional Information

If you have questions or need additional information, contact Teddy Ramet, Office of Human Resources, at 240-777-5153 or **tewodros.ramet@montgomerycountymd.gov**.